



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
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MEMORANDUM FOR DISTRIBUTION

A recent Department of Defense Inspector General audit brought to our attention the need to remind Contracting Officers that:

When contemplating a sole source acquisition, the synopsis should include Note 22 to notify potential offerors of the proposed sole source; allow them to express interest; have their proposal considered; and identify the source to contact for potential subcontracting opportunities.

When a requirement is received for work outside the scope of an existing contract, Contracting Officers should consider awarding a new contract rather than adding the new requirement to an existing contract. The Contracting Officer's decision as to which approach is in the government's best interest should be documented in the contract file.

Please address questions or comments on this issue to Dennise March at DENNISE.MARCH@NAVY.MIL or (703) 614-9640.

A handwritten signature in cursive script, reading "Thomas W. Essig", is positioned above the printed name and title.

Thomas W. Essig  
Director, Program Analysis  
and Business Transformation

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